

ORIENTATION TO THE BASIC ACADEMY

OBSERVATION CHECKLIST

Cadet Name: _____ **Facility:** _____

	Basic Correctional Juvenile Academy cadets will complete the Observation Checklist by observing correctional peace officers perform the following activities:	1ST Watch (2200–0600)	2ND Watch (0600–1400)	3RD Watch (1400–2200)	Weekends
1.	Check fences and walls for irregularities.				<input type="checkbox"/>
2.	Conduct security checks of a living unit (Example: bars, locks, windows).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	In vehicle, patrol grounds and fence perimeter.	<input type="checkbox"/>			
4.	On foot, patrol grounds and fence perimeter.	<input type="checkbox"/>			
5.	Maintain visual surveillance of facility grounds from tower or central security area.	<input type="checkbox"/>			
6.	Lock and unlock rooms/living units and other gates/doors within the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Check to verify that each offender is in his/her assigned location.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Conduct a clothed body search of an offender.				<input type="checkbox"/>
9.	Conduct an unclothed body search of an offender. Note: Male cadets will observe a male offender. Female cadets will observe a female offender.				<input type="checkbox"/>
10.	Maintain sight supervision of youth.		<input type="checkbox"/>	<input type="checkbox"/>	
11.	Make security rounds/checks of youth.	<input type="checkbox"/>	<input type="checkbox"/>		
12.	Take offender counts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Verify identity of offender before releasing.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Verify identify of offender before escorting or transporting.				<input type="checkbox"/>
15.	Supervise clothing or bedding exchange.		<input type="checkbox"/>	<input type="checkbox"/>	
16.	Supervise youth in recreation room or yard.		<input type="checkbox"/>	<input type="checkbox"/>	
17.	Supervise youth in school and at trades.		<input type="checkbox"/>	<input type="checkbox"/>	
18.	Use a paging/all-call system.	<input type="checkbox"/>			
19.	Release youth for meals in dining hall at appropriate times.		<input type="checkbox"/>	<input type="checkbox"/>	

ORIENTATION TO THE BASIC ACADEMY

OBSERVATION CHECKLIST

		1 ST Watch (2200–0600)	2 ND Watch (0600–1400)	3 RD Watch (1400–2200)	Weekends
20.	Supervise feeding of youth.		<input type="checkbox"/>	<input type="checkbox"/>	
21.	Conduct formal or structured group session.		<input type="checkbox"/>	<input type="checkbox"/>	
22.	Check an offender's movement pass.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Escort offender(s) within the facility (Example: to classrooms, work details, or infirmary).				<input type="checkbox"/>
24.	Log offender movement in and out of the living unit.		<input type="checkbox"/>	<input type="checkbox"/>	
25.	Call and inform Communication/Control Center staff of offender movement.	<input type="checkbox"/>			
26.	Call the Communication/Control Center at required intervals.	<input type="checkbox"/>			
27.	Communicate via radio or telephone with Communication/Control Center staff.	<input type="checkbox"/>			
28.	Report an offender count to the Communication/Control Center, and receive a "clear count."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Ascertain whether staff, volunteers, and visitors have left the facility.				<input type="checkbox"/>
30.	Compare visitor identification with a list of approved visitors.				<input type="checkbox"/>
31.	Direct visitors through a metal detector.				<input type="checkbox"/>
32.	Issue passes/badges to visitors.				<input type="checkbox"/>
33.	Maintain count of visitors entering and leaving the facility.				<input type="checkbox"/>
34.	Screen, search, and admit visitors, volunteers, and citizen participants to the facility.				<input type="checkbox"/>
35.	Supervise contact visits.				<input type="checkbox"/>

1st Watch Supervisor's Name _____ (Please print)

Signature _____ Date _____

2nd Watch Supervisor's Name _____ (Please print)

Signature _____ Date _____

3rd Watch Supervisor's Name _____ (Please print)

Signature _____ Date _____

Weekends Supervisor's Name _____ (Please print)

Signature _____ Date _____